

Contract Pay Information



Defense Finance and Accounting Service
Columbus Center



Introduction



Payment Questions



Customer Service

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Introduction to DFAS

The Defense Finance and Accounting Service (DFAS) is the finance and accounting organization for the Department of Defense. All that we do must relate to our mission - *provide responsive, professional finance and accounting services for the people who defend America* - and to our vision:

- *World-class provider of finance and accounting services*
- *Trusted, innovative financial partner*
- *One organization, one identity*
- *Employer of choice, providing a progressive and professional work environment*



Through consolidation efforts and the recently implemented Defense Business Evolution, DFAS now consists of our headquarters in Arlington, Virginia, 20+ field sites, and three centralized sites located in:

- Cleveland, Ohio
- Columbus, Ohio
- Indianapolis, Indiana



Additionally, through implementation of the Defense Business Evolution, DFAS is no longer organized geographically, but is now organized into three major business lines...Accounting Services, Commercial Pay Services, and Military/Civilian Pay Services.



Commercial Pay Services is currently under the Directorship of Mr. Jerry Hinton, located in DFAS Headquarters in Arlington, Virginia



To our CAS Contractors...

Contract Pay Services falls within the Commercial Pay Services business line and is centrally located within DFAS Columbus in Columbus, Ohio. Contract Pay Services' primary financial management function is to entitle and disburse payments on Contract Administration Services (CAS) contracts.

These contracts are administered by the Defense Contract Management Agency (DCMA). Since our establishment in January 1991, DFAS Columbus has implemented a number of changes and enhancements to streamline and improve payment processing.

We are continually improving our systems and processes to increase our speed and efficiency in delivering this service to you. However, the quality of our service also depends on the accuracy of information provided in your invoice and in the Material Inspection and Receiving Report (DD Form 250). Therefore, we offer the following information to help CAS contractors prepare these documents. Through this partnership, we can increase the accuracy and timeliness of your payment.

Additionally, this revised edition of the **Contract Pay Information Booklet** includes answers to your most frequently asked questions. Included is expanded information on invoice error reduction, information concerning Bureau Voucher Number Streamlining, Commercial Item Financing, Prevalidation, Demand Letter, Electronic Data Interchange, Electronic Document Access, Electronic Document Management, Wide Area Workflow, Central Contractor Registration (CCR), and myInvoice.

Your review of and adherence to this guidance will help minimize problems and make the payment process flow more smoothly. The information is intended to explain the payment requirements of numerous laws, regulations and standard contract provisions. However, regulatory changes occur often, and in the event of conflict, the applicable laws, regulations, and contract provisions take precedence over the guidance in this booklet.

If you have problems or questions about payments for CAS contracts, we encourage you to use the points of contact listed in the **Customer Service Information** section on page 28. Begin with our toll-free Customer Service numbers in each Operating area. Within each Operational area, unresolved problems may then be elevated to the applicable Division Chief and to the Deputy Director, accordingly, for further resolution.

USES AND PROCEDURES FOR THE DD FORM 250

Multiple Uses of DD Form 250

MATERIAL AND RECEIVING		1. INSTRUMENT (INSTRUMENT)		2. ORDER NO.		3. INVOICE NO.		4. PAGE 1 OF 1	
SP0440-95-M				9675792 1 MAR 96				S	
5. DATE 1 MAR 96		6. DISCOUNT TERMS 1/4% 10		7. CONTRACTOR CODE 33269		8. ADMINISTERED BY DCMAO FEDERAL OFFICE 1240 E. NINTH ST. CLEVELAND, OH		9. CODE S3603A	
10. PRIME CONTRACTOR PARKER-HANNIFIN AEROSPACE 1700 CENTER RD P.O. BOX AVON, OH 44011		11. CODE 9N585 FOR		12. PAYMENT WILL BE MADE BY DFAS-COLUMBUS ATTN: DFAS-CO BUNKER P.O. Box 182362 Columbus, OH 43218-		13. CODE SC1016			
14. SHIPPED TO XU DEFENSE DISTRIBUTION REGION DISTRIBUTION DEPOT SAN TRANS OFC BLDG 330 LATHROP, CA 95331-		15. CODE W6272T		16. SHIPPED		17. CODE			
18. ITEM NO. 0001		19. DESCRIPTION 1075-01-045-1778 WHEEL YPG95100000822 P/N 40-122 A SKID 1/1		20. QUANTITY 17		21. UNIT EA		22. UNIT PRICE \$615.95	
								23. AMOUNT \$10,471.15	
								24. FREIGHT TOTAL	
25. A. ORIGIN 13 Jun 96 Demic		B. DESTINATION POA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		26. RECEIVERS USE Quantities shown in column 17 were received in apparent good condition except as noted.		27. DATE 13 Jun 96		28. SIGNATURE OF AUTH GOVT	
29. DATE 13 Jun 96		30. SIGNATURE OF AUTH GOVT		31. DATE 13 Jun 96		32. SIGNATURE OF AUTH GOVT		33. IF quantity received by the Government is less than quantity shipped, indicate by () mark, if different, enter actual quantity received below quantity shipped and encircle.	
34. CONTRACTOR USE ONLY P.O. 29826/000 S.O. 055171-003		35. ORIGINAL INVOICE							

DD Form 250

Sample 3, Transportation Charges Example

The DD Form 250, Material Inspection and Receiving Report, can serve multiple functions in the payment process. The form can serve as the shipment document and as the material inspection and acceptance document.

Please note that a copy of the DD Form 250 *marked* as an invoice will *only* be used as an invoice (i.e., it cannot be used as a shipping document).

Conversely, if the form is *not* marked as an invoice, it will *not* be used as an invoice, even if we receive multiple copies of the form in the payment office.

See **Appendix II** for full page examples.

Preparation and Distribution of DD Form 250

The DD Form 250 is a vital document in the payment process. In most cases, the Government uses the form to verify inspection and acceptance of your material.

You must prepare and distribute the DD Form 250 as outlined in Appendix F, Department of Defense (DoD) Federal Acquisition Regulation (FAR) Supplement. You, the contractor, are ultimately responsible for properly preparing and distributing the DD Form 250. Please take care to ensure that this is done correctly. If you encounter difficulty in preparing this form, your Quality Assurance Representative (QAR) will assist you.

Blank forms (DD Form 250) are available at the Contract Adminstrating Office (CAO) shown on the front of your contract. Blocks 1-21A must be completed. Instructions on preparing the DD Form 250 are included in **Appendix I**, along with samples of the completed form.

Correction of the DD Form 250

If you detect an error on your DD Form 250 after distribution of the original has been made, circle the error and place the corrected information in the same block. If space is not available, use Block 16 to enter correct information and indicate the page and block in error.

You will need to mark "CORRECTED COPY" on the front page and on the pages where corrections were made.

For corrections to Block 15 or 17 only, enter the words "CORRECTIONS HAVE BEEN VERIFIED" on page 1. The Government representative (usually a QAR) will date and sign below the statement.

Make distribution of the corrected DD Form 250 in the same manner as the original distribution.

Do *not* correct errors found in Blocks 19 and 20.

Minimum Distribution of DD Form 250

For an invoice to be processed, you must fulfill the DD Form 250 distribution requirements. At a minimum, these requirements include:

- 1 copy to the Contract Administration Office (Block 10 of the DD Form 250)
- 2 copies included with the shipment
- 1 copy by mail to the consignee
- 1 copy to the purchasing office

Your contract may also require distribution in addition to the minimum outlined above. Check the requirements carefully. Failure to properly distribute the DD Form 250 will result in the return of your invoice.



Timely Distribution of DD Form 250

You must distribute the DD Form 250 no later than the close of business on the workday following:

- Signing of the form by the authorized Government representative, or
- Shipment, when acceptance is to be performed at destination or when authorized under the terms of Alternative Release, Certificate of Conformance or Fast Pay procedures.

PROCEDURES FOR COMMERCIAL AND DD FORM 250 INVOICES

Preparation and Distribution of Invoice

An original and three copies of the invoice must be submitted and mailed to the DFAS - Columbus Center (see **Page 29**). Sample commercial invoices appear in **Appendix II**.

Mandatory Information on Invoice

Invoices must contain the following information:

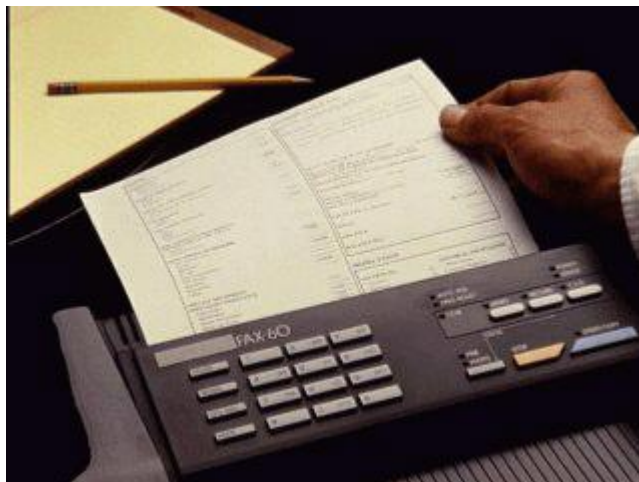
- **Name and Address** of company.
- **Contract/Purchase Order Number.** Do not use the Bid or Solicitation number. If the contract is a Basic Order Agreement, include the Order/Call Number.
- **Contract Line Item Number (CLIN).** From “Schedule of Supplies” in the contract. Each item ordered is assigned a four or six digit CLIN.
- Example: CLIN 0001, 0002aa.
- **Invoice Number and Date.**
- **Description/National Stock Number**
- **Manufacturer’s Part Number.** As specified in the contract.
- **Quantity Shipped.**
- **Unit of Issue.** As specified in the “Schedule of Supplies”
- **Unit Price and Extended Total** for each line item.
- **Invoice Total**
- **Shipment Number.** Same as Block 2 of the DD Form 250. (See “Shipment Number Construction and Usage,” page 9 for format.)
- **Postage and Transportation.** If the contract is FOB-Origin, and you are authorized to ship “Prepay and Add,” include the transportation cost (parcel post, UPS, etc.) as a separate line.
- **Required certification.** Certificate of Conformance, ACO Approval, etc.

In order to facilitate the timely resolution of problems, please provide a point of contact with the applicable telephone and facsimile numbers. Payments will be sent to the address stated in the contract or modification.

DD Form 250 Used as an Invoice

As an option recommended by the DFAS Columbus Center, you may choose to use specially marked copies of the DD Form 250 as your billing invoice. This document is known as a "priced" DD Form 250.

If you use a "priced" DD Form 250 as the invoice, you do not have to prepare a different, separate billing document. Thus, you will greatly reduce the chance of omitting required information. Also, required information will always appear in a standard location on the form, decreasing the chance of errors at the DFAS Columbus.



You will need to prepare and distribute four copies of this "priced" DD Form 250 in addition to the minimum requirements for the basic DD Form 250 acceptance. The same mandatory information is required, plus several added data elements. See "Mandatory Information on Invoice," page 6, for additional requirements.

To use a DD Form 250 as an invoice:

- Mark in letters at least one inch high and in black ink only: "ORIGINAL INVOICE" on one copy, and "INVOICE COPY" on the other three copies, within the body of the form, preferably in Block 23.
- Complete Blocks 5, 6, 19, and 20.
- Total Column 20.

MATERIAL INSPECTION AND RECEIVING REPORT		1. PROD. INSTRUMENT IDEN./CONTRACT NO. SP0440-95-M-HA30		2. ORDERING KINVOICE 9675792 1 MAR 96		3. PAGE 1 OF 1 EXCHANGE POINT S	
4. DATE SHIPPED 1 MAR 96		5. DISCOUNT TERMS 1/4% 10		6. CONTRACTOR CODE 33269		7. ORDERING POINT CODE S3603A	
8. PRIME CONTRACTOR PARKER-HANNIFIN CORP AEROSPACE GROUP 1160 CENTER RD P.O. BOX 158 AVON, OH 44011		9. ADMINISTERED BY DOMAO CLEVELAND FEDERAL OFFICE BLDG 1240 E. NINTH ST. CLEVELAND, OH 44199		10. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO BUNKER HILL P.O. Box 182362 Columbus, OH 43218-2362		11. SHIPPED FROM (other than 8) LORAIN GENERAL CORP 1350 CHESTER INDUSTRIAL PKY AVON, OH 44011	
12. SHIPPED TO XU DEFENSE DISTRIBUTION REGION WEST DISTRIBUTION DEPOT SAN JOAQUIN TRANS OFC BLDG 330 CRP LATHROP, CA 95331-0130		13. DESTINATION WEST		14. QUANTITY 17		15. UNIT PRICE \$615.95	
16. DESCRIPTION 1075-01-045-1778 WHEEL ASSY YPG95100000822 P/N 40-122 A SKID 1/1		17. QUANTITY 17		18. UNIT EA		19. AMOUNT \$10,471.15	
20. FREIGHT 236.52		21. TOTAL \$10,707.67		22. RECEIVED BY Quantities shown in column 17 were received in apparent good condition except as noted.		23. SIGNATURE OF AUTHORITY REP DATE RECEIVED 15 Jun 96 David R. Manning	
24. CONTRACTOR USE ONLY P.O. 29826/000 S.O. 055171-003		25. ORIGINAL INVOICE		26. IF QUANTITY RECEIVED BY THE GOVERNMENT IS NOT SAME AS QUANTITY SHIPPED, INDICATE BY () MARK, IF DIFFERENT, ACTUAL QUANTITY RECEIVED BELOW QUANTITY SHIPPED AND ENCLOSE.		27. DATE RECEIVED 15 Jun 96	

DD Form 250

SPECIAL DD FORM 250/INVOICING REQUIREMENTS



Fast Pay

If Federal Acquisition Regulation (FAR) 52.213-1, Fast Pay Procedures, is specified in your contract, you have the option to not prepare and distribute the DD Form 250 prior to requesting payment. If you exercise this option, you must mark all copies of your invoice as follows, in letters at least one inch high: "Fast Pay."

A shipment number is required even though no DD Form 250 is prepared. (See "Shipment Number Construction and Usage," page 9, for format.)

If the contract requires the preparation of a receiving report, the contractor shall prepare the receiving report on the prescribed form, or alternatively, include the following information on the invoice:

- A statement in prominent letters, "NO RECEIVING REPORT PREPARED."
- Shipment Number
- Mode of Shipment
- At line item level:
 - National Stock Number and/or Manufacturer's Part Number
 - Unit of Measure
 - Ship-to-Point
 - Mark-for Point, if provided in contract
 - FEDSTRIP/MILSTRIP document number if provided in contract.



First Article

If your contract requires "first article approval," do not ship or invoice production items until the first article approval has been received from the Procurement Contracting Officer (PCO).



Evidence of Shipment

If your contract specifies origin acceptance and FOB Destination, you must retain and make available to the payment office as necessary Evidence of Shipment (EOS). If shipment is made by:

- **Common carrier.** (A signed copy of the bill of lading indicating carrier's receipt of material for delivery to the destination specified in the contract.)
- **US Postal Service.** (Certificate of Mailing.)
- **Other than common carrier or parcel post** (e.g., by your company truck; a receipt copy of your delivery document.)

Failure to provide EOS when requested will delay payment. A statement indicating receipt of the material by the receiving activity must be obtained and attached to your invoice if you do not present evidence of shipment.



Shipment Number Construction and Usage

The construction of a shipment number is explained in Appendix F-301 of the DoD FAR Supplement. Basically, a shipment number contains three alpha and four numeric characters, in the sequence AAA0000. An eighth character (Z) is used to designate the final shipment for the entire contract. Samples can be found in **Appendix II** of this booklet.

Many contractors use the first two alpha characters to indicate their company name. The third alpha character can indicate the location from which the material is shipped. For example, the company General Commodities would use GCD as alphas for all shipments from Dallas and GCA for all shipments from Austin. The same alpha prefixes must not be used for shipments from different locations.

The four numeric characters indicate consecutive shipments from each location; example, GCD0001, GCD0002, GCA0001, GCA0002. The final shipment for the entire contract must carry a "Z" suffix - GCD0003Z or GCA0003Z.

We discourage the use of alpha characters I or O as they are too easily mistaken for the numbers 1 or 0.

The shipment number is required on all invoices and on the DD Form 250. The DD Form 250 is required when the contract involves delivery of separate and distinct objects or entities. This includes both the delivery of supplies and services.



Fabricated Shipment Numbers

When the contract does not require a DD250 and a commercial invoice is the appropriate billing method, a Fabricated Shipment Number (FSN) is assigned by Contract Pay Services. A contractor's commercial invoice requesting commercial item financing is an exception. The ACO affixes a unique invoice identifier to the request, which is utilized by DFAS Columbus as the shipment number.

The following table contains the valid FSN prefixes utilized by Contract Pay Services.

Prefix	Application	Remarks
ADD	<ul style="list-style-type: none">• DD 250 charges• packing charges• additional/supplemental billing for a previously paid invoice	<p>Invoice must contain all of the following:</p> <ul style="list-style-type: none">• the previously paid shipment number,• the original amount paid and the current amount being billed, and• marked "additional billing." <p>Each additional billing will correlate to one previously paid shipment. The remainder of the shipment number will consist of the last four digits of the shipment number of the original payment.</p>
CFA	Commercial item financing, advance payment request	<p>The ACO will assign a shipment or invoice identifier. The fourth character of the shipment number will consist of</p> <ul style="list-style-type: none">• "A" to reflect US funds or• "B" to reflect FMS funds. <p>The remainder of the shipment number will consist of a sequential number for tracking purposes.</p>
CFI	Commercial financing, interim request	<p>The ACO will assign a shipment or invoice identifier. The fourth character of the shipment number will consist of</p> <ul style="list-style-type: none">• "A" to reflect US funds or• "B" to reflect FMS funds. <p>The remainder of the shipment number will consist of a sequential number for tracking purposes.</p>

Prefix	Application	Remarks
MOD	Billing for the total amount of a contract modification which authorizes the payment of a specific amount not previously billed and paid	<p>The remainder of the shipment number will consist of the alpha indicator of the modification authorizing the billing, plus the last three digits of the modification number. If the modification is issued against a delivery order or call, and the unique two-digit modification ID is</p> <ul style="list-style-type: none"> • numeric, a zero and the unique two digit modification ID is used. • alphanumeric, the last three digits of the invoice number is used.
REF	Refunds of over-liquidations or short pays.	<p>DFAS Columbus initiates refunds.</p> <p>The remainder of the shipment number will consist of the last four digits of the shipment number of the original payment.</p>
SER	Billing for services (such as maintenance, storage, or repair) on non-cost or non-time-and-materials (T&M) line item/contract	<p>The invoice must be certified by an authorized Government representative.</p> <p>If the contract/line item is cost or time and materials, the proper billing method is the SF 1034, public voucher.</p> <p>The remainder of the shipment number will consist of the last four digits of the invoice number.</p>
TER	Termination costs or charges and invoice is supported by a Contract Modification, Termination Agreement (SF 30)	<p>If SF 30 is not attached to the invoice, the invoice should be signed by the Terminating Contracting Officer.</p> <p>The remainder of the shipment number will consist of the alpha indicator of the modification authorizing the termination and the first three digits of the modification number.</p>
TRA	<ul style="list-style-type: none"> • Freight charges only • Postage only 	<p>Invoice must contain the original shipment number correlating to the transportation charges being billed.</p> <p>The remainder of the shipment number will consist of the last four digits of the original shipment number.</p>

Prefix	Application	Remarks
WTH9	Release of withhold	The ACO must authorize withhold release. The remainder of the shipment number will consist of the last three digits of the invoice number.
ZZS	Required signature is not provided	The invoice is returned to the contractor for required signature, per contract. The remainder of the shipment number will consist of the last four digits of the invoice number.
ZZZ	An incomplete shipment number is provided, or none of the previous FSN applications apply	The invoice is returned to the contractor. The remainder of the shipment number will consist of the last four digits of the invoice number.

Statistics have shown that the previously used Administrative Contracting Officer (ACO) and Procurement Contracting Officer (PCO) prefixes were involved in a majority of actual duplicate payments. As a result of these findings, the ACO and PCO prefixes have been eliminated as valid FSNs to be assigned by Contract Pay Services. In cases where a FSN is required to process an invoice into MOCAS, one of the other valid prefixes will be properly assigned.



Packing, Packaging, Marking and Shipment

The packing and packaging requirements in your contract may be more stringent than commercial practice. Failure to meet these requirements will cause delayed payments through non-release of material or rejection of material at destination. If you have any questions about these requirements, contact your Contract Administration Office for assistance.

Occasionally, we receive invoices for shipments to the wrong place, marked for the wrong activity or indicating incorrect quantities. These errors cause a delay in payment and could result in reshipment costs to you. Check the requirements carefully before releasing the shipment.



Discounts

Time periods for discounts are calculated differently than in commercial practice. Defense Acquisition Regulation 7-103.14 and Federal Acquisition Regulation 52.232-8 establish these rules:

- For contracts issued on or after October 1, 1982, but prior to March 31, 1989:
 - ◆ **Acceptance of material at your facility.** The time is computed from the date of delivery of supplies to the carrier or from the date a proper invoice is received at the designated payment office, whichever is later. If your invoice contains errors and must be returned for correction, the time period for discount purposes starts again when the corrected invoice is received.
 - ◆ **Acceptance at destination.** The time is computed from the date of delivery of material to the correct destination or from the date a proper invoice is received, whichever is later.
- For contracts issued on or after April 1, 1989, the provisions of the Prompt Payment Act Amendment (PPAA) of 1988 apply. The discount period is computed from the date of your invoice. Mail time counts against the discount period.

Delays in submitting either a proper DD Form 250 to the Contract Administration Office or a proper invoice to the payment office will impair our ability to process payments in a timely manner.

In determining whether or not a discount is earned, the date of the Government check or Electronic Funds Transfer (EFT) will serve as the date an invoice is considered to be paid.

If your invoice offers discount terms better than those specified by the contract, we will take the better of the terms offered. You may offer a discount on your invoice even though the contract terms are net 30 days.

In all cases, we reserve the right to refuse any discount if the annual rate of return on the discount is less than the rate in effect at the time, as established by the US Treasury department.

If the payment due date is not clearly defined, we will use a due date 30 days following receipt of a proper invoice or the seventh day after property is actually delivered or the services are completed. However, if the agency has actually accepted the property or services before the seventh day, we will use a due date 30 days from date of acceptance.

The Government is authorized to take a discount on the recoupment amount of work-in-progress invoices, whether or not the discount offered has expired. Where a payment has already been made (as in the case of Progress Payments), the Government is entitled to a discount on any part of material payments applied in the liquidation of Progress Payments. A determination is made on whether the discount terms have been met or not. If the discount conditions are met, the discount is taken against the gross amount of the invoice. When the conditions are not met, the discount is taken against the amount of the recoupment. An example of the process follows:

When discount conditions are met

\$1,000,000
<u>1% (discount)</u>
\$ 10,000
\$ 990,000 (invoice less discount)
(800,000) = 80% full invoice amount
\$ 190,000 (check amount)

When discount conditions are not met

\$1,000,000
<u>80% (recoup)</u>
\$ 800,000
\$ 800,000
<u>1%</u>
\$ 8,000
\$ 992,000
<u>(800,000)</u>
\$ 192,000(check amount)



Payment Addressing

Payments are sent to the address specified in the contract. The payment address can only be changed by a contract modification that has the written concurrence of the contractor. If you wish payment sent to a different address, contact your Administrative Contracting Officer (ACO).



Shipment Acceptance and Payment

No payments can be made until the material has been accepted and a record of the acceptance received by the DFAS-CO payment office. When the contract specifies destination acceptance, payment may be delayed due to the time needed for the material to arrive at destination and for the acceptance to be returned to this office.

For source inspection and source acceptance (items inspected and accepted at your plant), the QAR will inspect the material, and, if it meets contract specifications, accept the material by signing Block 21A of the DD Form 250.

This inspection and acceptance must be accomplished before goods are shipped to the destination. Shipping the goods without the required acceptance will significantly delay payment.



Financing Payments

Contract financing payments as defined in FAR 32.001 is an authorized Government disbursement of monies to a contractor prior to acceptance of supplies or services by the Government

Contract financing payments include:

- Advance payments
- Performance-based payments
- Commercial advance and interim payments
- Progress payments based on cost under 52.232-16, Progress Payments
- Progress payments based on a percentage or stage of completion, with the exception of Fixed-Price Construction Contracts or Fixed-Price Architect Engineer Contracts
- Interim payments (Cost Vouchers) under a cost reimbursement contract (except when Alternate I of the clause at 52.232.25 Prompt Payment, is used).



The most commonly seen financing payments at DFAS Columbus are listed below with a brief description.

Cost Vouchers

Cost vouchers (using Standard Form 1034, Public Voucher) are used when you are authorized to bill for labor and materials.



- **Identification.** Cost vouchers should bear the complete contract number in the Contract Number Block. Include both the DoD and Small Business Administration (SBA) contract number when the contract has been issued by the SBA.

- **Numbering.** Cost vouchers must be numbered sequentially beginning with #1 and continuing until the final voucher. Like the final DD Form 250, the cost voucher must also have a "Z" for the final voucher. Additionally, final vouchers must be accompanied by documentation that includes ACO approval, the contractor's release and the Audit Report/Closing Statements.

Some contractors require different internal numbering sequences or coding. However, these unique codes or numbers should not be entered in the Voucher Number Block of the Standard Form 1034. They should be placed elsewhere on the form, such as in the upper right corner above the Voucher Number Block. As with other types of invoices, different numbering sequences must be established for separate delivery orders issued against the same contract.



- **Submission.** Only final cost vouchers are to be submitted to the Defense Contract Audit Agency (DCAA) auditor or as specified in the contract. Interim cost vouchers for approved contractors may be directly submitted to DFAS-CO. In summary, the overall process flow will be as follows:
 - ◆ DCAA will start the process by forwarding the initial direct BVN submission approval letter to DFAS-CO
 - ◆ Contractors approved for direct submission will receive a letter of authorization for payment from DCAA. A copy of the letter will be attached to each interim public voucher submitted for payment.
 - ◆ If a contractor is dismissed from the direct BVN submission program, DCAA will forward a letter within 24-hours of dismissal to DFAS-CO.
 - ◆ Those contractors not approved for direct submission will continue to forward cost vouchers to the payment office through the appropriate DCAA auditor (except final vouchers which go through the ACO).
- **Responsibilities.** The DFAS - Columbus Center assumes responsibility for the voucher after receipt from the Defense Contract Audit Agency. Questions about DCAA certification should be directed to your DCAA representative.

Progress Payments

Progress payments are payments made based on the cost incurred by the contractor as work progresses under the contract. When authorized in the contract, we can make payments of 80% or more of the accumulated costs on certain items.

- **Submission.** Progress payment requests must be prepared on either a DD Form 1195 of SF 1443. When a contract provides for progress payments, the Administrative Contracting Officer (ACO) must establish a progress payment master file. This information must be processed before the first progress payment request can be paid. For this reason, the first progress payment request for each contract, along with four copies, must be submitted directly to your ACO. Subsequent requests should be submitted directly to DFAS-CO with a copy and supporting documentation also sent to the ACO
- **Numbering.** Progress payment requests are to be numbered sequentially beginning with progress payment request number 1. When a contract contains both US and Foreign Military Sales (FMS) funds, progress payment requests must be numbered in two different numbering series. The progress payment rates determine which series a given payment request will be assigned. All progress payment requests will be numbered sequentially within the set, plus the identifier US or FMS, as appropriate. For example, the first progress payment request is for US items and is numbered 1-US; the second and the third requests are for FMS items and are numbered 1-FMS and 2-FMS; the fourth request is for US items and is numbered 2-US

In addition, progress payment requests applicable to the FMS portion of a contract must indicate the foreign country or countries to which the progress payment applies. When the request applies to more than one country, an attachment to the progress payment request must indicate how the total dollar value of the request is to be prorated among the countries involved.



- **Processing.** Progress payment requests are input by DFAS-CO on the day following receipt. The automated progress payment system validates all entries on the request form. An error on the contractor's part in any of these entries will result in nonpayment of the request and will require its re-submission.

- **Rejected Payments.** All progress payment requests which do not generate a check on the day following input are manually reviewed to determine the reason for rejection. If the rejection was caused by a clerical error on our part, the request is reprocessed normally within 2 work days. If the request is rejected because of a discrepancy between your "contract value" and our financial records, we review our contract file to determine if your entry is correct. If, instead, our records are correct, we refer the progress payment request to the ACO for resolution. The ACO also receives a computer report showing which entries are in error.

- **Incrementally Funded Contracts.** Current procedures allow for the payment of progress payments up to the specified percentage of the contract price as long as the current obligation is not exceeded. When only a portion of the contract has been funded, the entry of the full contract price on line 5 of the progress payment request will generate an automatic database imbalance. Such requests will be rejected to the ACO and can only be paid after the ACO validates the transaction. The ACO will review and approve the request and submit to DFAS-CO for processing. To avoid the potential rejection, you can submit the request directly to the ACO for “pre-signing” before the request is sent to the payment office. This is one of the few circumstances in which pre-signing is authorized by DLA Manual (DLAM) 8105.1.
- **Payment Delays.** Certain types of errors on the progress payment request frequently cause payment delays. These include:
 - ◆ Missing entries, especially in Blocks 5, 6a, and 6b of SF 1443.
 - ◆ Misplaced entries on the progress payment request.
 - ◆ Typographical errors.
 - ◆ Missing required data in Section III of the request.
 - ◆ Missing FMS data. The letters “FMS” must be entered after the progress payment request number on all FMS progress payments. In addition, the dollars to which the request applies must be allocated between the foreign countries involved.
- **Liquidation.** Problems may occur with liquidation of progress payments when the contractor anticipates liquidation and indicates the amount he expects to be liquidated instead of the gross invoice amount. This should not be done for the following reasons:
 - ◆ First, consider an example in which the value for the items on the invoice being submitted is \$100,000. When the invoice is prepared, there are outstanding progress payments and the liquidation rate is 80%. In this case, the invoice shows “less \$80,000 for liquidation of progress payments - net invoice value \$20,000.” Through a clerical error, DFAS-CO may process this as a \$20,000 invoice, liquidating 80% of the \$20,000, and paying you only \$4,000.
 - ◆ Second, the actual liquidation of progress payments takes place when the invoices are paid, not when the invoices are issued. While you may have outstanding progress payments when you issue the invoice, there may not be any outstanding when the invoice is paid. DFAS-CO may end up not recouping any progress payments, or it may recoup a smaller amount than anticipated. There may also be cases in which you, the contractor, do not anticipate any recoupment when you issue your invoice. However, when the invoice is paid, there may be outstanding progress payments which must be liquidated. Therefore, please *indicate the gross dollar amount on the invoice rather than the liquidated amount.*

Performance Based Payments



The Federal Acquisition Streamlining Act (FASA) of 1994 includes a provision for the use of Performance Based Payments (PBPs) as an alternative to progress payments for contract financing. This type of contract financing is based upon certain specified performance criterion being accomplished (i.e., milestones) versus cost accumulation which is the basis for progress payments. A Federal Acquisition Regulation (FAR) clause, 52.232-32, Performance Based Payments, was developed for these types of contract financing payments and the instructions for their use are outlined in FAR Subpart 32.10. Final coverage of the provision is published in Federal Acquisition Circular 90-33, dated October 1, 1995.



Commercial Item Financing

Commercial Item Financing (CIF) is another form of contract financing resulting from the Federal Acquisition Streamlining Act (FASA) of 1994. The FASA created a distinction between contracting for commercial items and non-commercial items. FAR Part 12 and Part 52 were revised to address the acquisition of commercial items and to allow contracts to be written in accordance with customary market practices.

As a result of the distinction between contracting for commercial versus non-commercial items, FASA also created a fundamental distinction between the financing of these different types of procurements. As such, certain subparts under FAR Part 32 are entirely new to include the requirements for CIF.

There are basically two types of Commercial Item Financing:

- 1) **Commercial Advance Payments**
which take place before any work is done on the contract and
- 2) **Commercial Interim Payments**
which involve financing payments after some work has been accomplished.

Both types are financed payments (not payment for completed and accepted items) and will be liquidated against delivery payments once the items are shipped and accepted. These financing payments are not subject to Prompt Payment Act interest penalties. They can be authorized for use on Commercial contracts provided the PCO determines they are customary and appropriate in the commercial marketplace and are in the best interest of the government.



SIGNIFICANT REGULATORY REQUIREMENTS

Prompt Payment Act



The Prompt Payment Act (PPA) requires Federal agencies to make invoice payments in a timely manner. Timely means that payments will not be made early or late. The specific payment timeframes are as follows:

Within a 15-day grace period following the due date for contracts issued prior to April 1, 1989. And by the due date for contracts issued on or after April 1, 1989.

If we fail to make timely payment on a proper invoice, we will issue a subsequent check for interest in accordance with applicable laws. Payments for contract financing provisions, such as progress payments (for other than construction or architect-engineer contracts) are not subject to the Prompt Payment provisions. With the passage of Section 1010 of the National Defense Authorization Act for FY 2001, prompt payment interest is now applicable to interim cost vouchers on cost-reimbursement service contracts. While the passage of this act does not change the DoD policy for paying these vouchers within 14 days or less, it does mandate that interest be paid on these vouchers if we don't pay them within 30 days.

Additional provisions are covered in 5 CFR (Code of Federal Regulations) Part 1315, Prompt Payment (formerly Office of Management and Budget (OMB) Circular A-125).

Computation of Payment Due Date

Payment due dates are calculated in accordance with Federal Acquisition Regulation (FAR) 52.232-25. The due date for making invoice payments by the designated payment office shall be the later of the following two events (excluding the exceptions noted in FAR 52.232-25):

- 1) The 30th day after the designated billing office has received a proper invoice from the Contractor.
- 2) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the date the Contractor's invoice is dated, provided a proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

Cash Management

According to the Prompt Payment Act, (5CFR Part 1315), an agency shall make payments no more than seven days prior to the payment due date, but as close to the due date as possible unless the agency head or designee has determined, on a case-by-case basis for specific payments, that earlier payment is necessary.

Unless a cost-justified invoice is offered and earned, payment is held in suspense until the due date. In the absence of a clearly defined payment due date, a due date of 30 days following receipt of a proper invoice or acceptance, whichever is later, will be used.

Payment offices will attempt to pay small disadvantaged business (SDB) concerns as quickly as possible after invoices are received and before normal payment due dates established in the contract. Contractors shall not, however, be entitled to interest penalties if invoice payments are not made before the normal payment due dates established in the contract as long as they are made within the provisions of the Prompt Payment Act.





Prevalidation - Grassley Amendment to Acquisition Reform Bill H.R. 4650-56, and Section 8137 of Public Law 103-335

This law requires the Secretary of Defense to match DoD disbursements to specific obligations at the responsible accounting station, prior to disbursement.

In order to prevent significant payment delays, prevalidation has been phased in for contracts paid out of the Mechanization of Contract Administration Services (MOCAS) system. The MOCAS prevalidation threshold is based on the gross dollar value of the invoice. Further reductions will take place in the future until all invoices are prevalidated. Before any additional reductions are made, the Contract Pay Product Line must assess the impact of the threshold drop to ensure timely payment of invoices is not adversely impacted.

ROUTINE PAYMENT QUESTIONS



For explanation of contract terms involving payment, or initial inquiries regarding late payments, please contact the Customer Service personnel at the DFAS - Columbus. Our staff will be glad to provide assistance. Phone numbers and addresses are provided in the **Customer Service Information** section on page 28.

If you are inquiring about payment status, please wait at least 15 days after submission of invoice. Payment status can be determined through the use of myInvoice. For assistance in registering, contact Customer Service at 1-800-756-4571, option 6.

When you call Customer Service, please be prepared to provide the following information:

- Paying Office.
- Contract Number.
- Contract Call/Order Number (if applicable).
- Shipment Number
- Date submitted to the payment office.
- Invoice Number.

If you are asking the payment status on an invoice less than 30 days old, we will usually be able to answer immediately.

If you ask a question that requires further research (e.g., the reason for payment delay), our Customer Service personnel will document the call, research the question, and provide a response typically within 24-48 hours. This allows other contractors to call our Customer Service phone lines while we research the answer to your question.

SPECIAL PAYMENT QUESTIONS

If you encounter chronic payment problems involving a particular contract or invoice, you should contact Customer Service, 1-800-756-4571 and use the appropriate options.

PROCEDURES FOR RETURNED AND RECERTIFIED CHECKS

Returned Checks It may become necessary to return a check to the US Government. In this case, please contact our Disbursing Customer Service Office, 1-800-756-4571, using the appropriate option, for assistance. They will provide you with specific instructions and information to include in your letter. The funds should be returned immediately to:

Defense Finance and Accounting Service - Columbus Center
ATTN: DFAS-ATOCCC
P.O. Box 182204
Columbus, OH 43218-2204

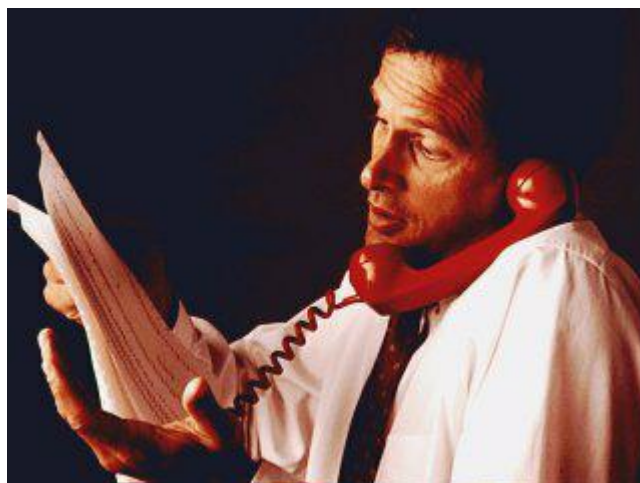
Recertified Checks. A recertified check is one that is issued to replace a lost or stolen check (See Volume 5 of the DoD Federal Management Regulation (FMR), Chapter 8). You, the contractor, must submit a formal request for a tracer and stop payment order on the original check.

Again, our Disbursing Customer Service staff will gladly advise you about the steps you should follow.

Demand Letters. This correspondence is addressed to the contractor who is cited for indebtedness and directed to return the debt amount to the US Government. The demand letter is commonly referred to as a "Bill for Collection" or "B/C", and may be initially issued by either the ACO or the Disbursing Officer through the function of Accounts Receivable. The date of the initial demand letter represents the first day of a 30-day interest-free grace period. The date of the initial demand letter is important, because it serves as the basis for a reliable timeframe in which to monitor the collection process. Repayment is due within 30 days from the date of the initial demand letter. If payment is not received within 30-days from the date of the initial demand letter, the interest payment required is retroactive to the beginning of the 30-day period.

COMMON ERRORS LEADING TO DELAYED PAYMENT

Erroneously marking the Contract Administration Office (CAO) copy of the DD Form 250 as an invoice. Per Appendix F of the DoD FAR Supplement, the CAO copy of the DD Form 250 should not be marked as an invoice. Any document marked “invoice” is treated as an invoice.



Preparation Errors on DD Form 250

- Incorrect or missing contract number.
- Missing, improperly structured or out-of-sequence shipment number.
- Failure to mark DD Form 250 invoice as “invoice” (except as stated above concerning the CAO copy of the DD Form 250).
- Missing or erroneous Unit of Measure.
- Contract Line Item Number (CLIN) that does not match CLIN on corresponding contract.
- Extension errors (Unit Price times Quantity). Ensure that the Unit Price on your invoices is the same as the one on your contract.
- Failure to attach supporting documents to your invoice. If your contract requires evidence of shipment, you must attach this evidence to your invoice. Only one copy is required. See the previous section on Evidence of Shipment (page 9) for an explanation.
- Extraneous documents (i.e., copies of contractual documents) should not be sent to the payment office with your invoice. This could delay the proper distribution of your invoice. If the payment office requires additional documents, a Customer Service representative will contact you.
- Including **multiple shipments on a single commercial invoice** can result in payment delays. Sometimes we will receive acceptance on one of the shipments prior to the others. Likewise, submitting more than one invoice for each shipment can result in delayed payment. Therefore, we recommend that you include only one shipment on each invoice.

Contractors are advised to ensure the **correct address** appears on invoices. The address indicated on the invoice will be used to return unpayable invoices.

Customer Service Information



Customer Support Office

The DFAS Columbus Customer Support Office is dedicated to making its' customers needs a top priority and devoted to assisting contractor and vendor pay customers. We continually strive to improve customer service through team building, process improvements, and serving as a prototype for technological initiatives.

The Customer Support Office is comprised of the Customer Service Resource Center and the Centralized Customer Service Center.

Each office has their own specialized areas as stated below:

Customer Service Resource Center:

- Research and respond to AskDFAS inquiries
- Coordinate Customer site visits
- Conferences-Contractor Open House, Defense Industry Leaders (DIL), DFAS Government Road Shows
- Customer Information Guide (CIG) Compact Disk
- Commercial Pay Corner Newsletter
- Trend Analysis/Process Improvements
- Administration of myInvoice system
- Customer Service Representatives Working Group Sessions
- Customer Service Web posting/maintenance

Centralized Customer Service Center:

- Receive customer inquiries by phone call, e-mail, fax, etc.
- Provide status to customer inquiries
- Research /resolve payment related issues
- Participate in customer site visits
- Participate in conferences (as needed)

The Center's toll-free customer service number (1-800-756-4571) provides the customer with six options via the Automatic Call Distributor (ACD) telephones.

You must first determine if you have a Contract Pay or Vendor Pay contract. Contract Pay (or MOCAS) is a contract administered by the Defense Contract Management Agency (DCMA) and paid by DFAS Columbus in one of the North, South, or West Entitlements.

After calling the 1-800 number listed above, you will be prompted to make a selection from 6 different options.

DFAS Columbus Customer Service Phone Numbers

DFAS Columbus Customer Service

Customer Service	1-800-756-4571 (614) 693-8507
Contract Pay (MOCAS) :	
Company names beginning with A - K	Option 1, option 1
Company names beginning with L - Z	Option 1, option 2
Vendor Pay :	
BSM	Option 2, option 2
Miscellaneous Pay	Option 2, option 2
Stock Fund:	Option 2, option 2
General	
Industrial	
Construction	
Electronics	
Medical	
Clothing & Textiles	
Columbus Vendor Pay	Option 2, option 2
Marine Corps Vendor Pay	Option 2, option 4
Disbursing-Recertified Checks	Option 3
Government Travel	Option 4
myInvoice (VPIS)	Option 5, option 1
Open House/Conferences/Seminars	Option 5, option 2
Referral/Assistance	Option 6
DeCA (Commissary) Returned Checks	1-800-635-6045 (614) 693-4987
DeCA (Commissary) Vendor Pay	1-800-756-4577 (614) 693-8508

For the phone listings of other DFAS locations, go to <http://www.dod.mil/dfas>; under Commercial Pay, click on Commercial Pay Customer Service.

Contract Pay Operations Express Mail

DFAS - Columbus
Contract Pay Operations
3990 East Broad Street, Bldg. 21
Columbus, OH 43213-1152

Current as of 10-31-05

Electronic Commerce Initiatives

myInvoice (formerly Vendor Pay Inquiry System [VPIS])

myInvoice replaces the former Vendor Pay Inquiry System (VPIS) to combine both Non-MOCAS and MOCAS VPIS into one combined system and several other new features. To register, access myInvoice at <https://myinvoice.csd.disa.mil>

myInvoice is an application developed for the convenience of contractors doing business with the Department of Defense (DoD) and for other Government entities to research invoice payment status. Features include;

- Interactive web based system, accessible 24 hours daily and featuring download capability.
- Provides information on invoices submitted against DoD contracts that the Defense Finance and Accounting Service (DFAS) is responsible for paying.
- Consolidates the data obtained from DFAS Centers and Operating Locations into one central repository which contains all open invoices, plus any payments made within the last 120 days

Vendors and Government entities can use myInvoice to:

- Research the status of a recently submitted processed invoice.
- Determine when payment is scheduled.
- Determine if something is lacking for payment processing
- Obtain information associated with a check received.
- Contract number, invoices covered, interest or freight included in the payment, or tax or discount withheld.
- Obtain the same background information for an electronic funds transfer (EFT) payment.

Entitlement Systems for myInvoice

AVEDS - Automated Voucher Examination and Disbursing System

BSM - Business System Modernization

CAPS-Clipper - Commercial Accounts Payable System - Clipper

CAPS-W - Commercial Accounts Payable System - Windows

FAS - Fuels Automated System

IAPS - Integrated Accounts Payable System

SAMMS - Standard Automated Material Management System

STARS-OP - Standard Accounting and Reporting System-One Pay

MOCAS - Mechanization of Contract Administration Services

SAVES - Standard Automated Voucher Examination System

Vendor Registration:

Vendors / contractors must make sure their Central Contractor Registration (CCR) information is current and up-to-date. When completing the registration, you must have your CAGE code or your DUNS number and your Tax Identification Number (TIN).

Note: Foreign vendors will need to obtain a NATO CAGE and a DUNS number in order to register in CCR. Information for foreign vendors can be found at <http://www.dod.mil/dfas/money/vendor/foreignvpisuser.pdf>

Government Registration:

Government entities must complete their registration form according to their information on their bi-weekly leave and earnings statement (LES). Government entities must be approved by a myInvoice Administrator. A system-generated e-mail will be forwarded to the registrant stating if they have been approved or disapproved.

For Government Registration, you must select a User Type:

Department of Defense consists of:

DFAS

DCMA

DCAA

DISA

DLA Agencies (except overseas should be 'Other')

Civilians who work on/for any of the military services

Military consists of:

Active duty

Reservist

National Guard

Other consists of:

Contractors who work for DoD

Addressees in Government Outlook who have contractor next to their name

Addressees who have a Government e-mail address who are not paid by the government but are paid by a government contractor.

If you have any questions, contact the myInvoice Development Team at 1-800-756-4571, Option 6, or commercial at (614) 693-8507, Option 6.

Electronic Document Access (EDA)



Electronic Document Access (EDA) provides multiple Department of Defense (DoD) communities on-line, World Wide Web access to documents used to support the procurement, contract administration, bill paying, and accounting processes. EDA offers DoD the opportunity to store and retrieve contract documents electronically; thus reducing the need to print, mail, file, and manage paper documents. Designed to integrate with other electronic document initiatives, EDA is a Department-wide virtual file cabinet and replaces the paper version of contract documents with an electronic version. Authorized users using Internet tools from nearly any location within DoD can access this electronic document.

EDA also offers on-line storage and retrieval of post award contracts, contract modifications, both personal property, freight Government Bills of Lading (GBLs), and vouchers in a compressed text format. The combined use of this format with Internet technology provides a mechanism to electronically store and retrieve a large volume of information across existing communication networks. Some of the benefits include helping to reduce unmatched disbursement, reducing paper consumption, and increasing convenience to contract specialists and other members of the user community.

Contract processing will also benefit from this process. This will allow for greater expediency and accuracy in responding to customer inquiries. Customer service personnel will not have to retrieve contract files in order to view hard copy documents. Contractors will have less concern as to whether their contractual documents were received in-house. In addition, the ability to view contractual documents electronically will decrease the number of delayed payments to contractors due to non-receipt of hard copy documents.

EDA offers many capabilities to the user community. However, all capabilities are not available to all registered users. Your organizational role and the requirement of need to know will dictate your capabilities and access into EDA.

To find out more information or to register for access to EDA, go to this Internet site: <http://eda.ogden.disa.mil>

For questions concerning EDA please contact DFAS Columbus Electronic Commerce Branch: (614) 693-6868 or on-line at cco-ecsupport@dfas.mil

Electronic Data Interchange (EDI) Invoices



Electronic Data Interchange (EDI) is the computer to computer exchange of routine business information in a standard format. DFAS has implemented EDI transactions to support contracting and accounting processes.

DFAS has implemented EDI to submit commercial invoices for: the Standard Automated Material Management System (SAMMS) contracts, public vouchers and commercial invoices for the Mechanization of Contract Administration Services (MOCAS) contracts, and commercial invoices for the

Standard Accounting and Reporting system (STARS) contracts.

These EDI transaction sets eliminate the need to re-enter critical contract data in our contract payment system and financial data in the DFAS administered accounting systems. Implementing EDI invoicing capability, coupled with the increased use of Electronic Funds Transfer (EFT), has been a major factor in decreasing errors and improving payment processing.

DFAS and DoD have also implemented Wide Area Workflow - Receipt and Acceptance (WAWF - RA) which can receive invoices and receiving reports via EDI as well as through the Internet. Submitting EDI invoices through WAWF gives DoD Vendors an opportunity to submit and track their invoices and receipt and acceptance documents electronically through the WAWF system. The EDI submission of invoices without going through WAWF does not give the vendor any visibility of their invoices and receiving reports.

If a vendor is interested in submitting EDI invoices through WAWF please call the Defense Information Systems Agency (DISA) at (801) 605-7095 for additional information and assistance.

Web Invoicing System (WInS): Invoices through the Internet

DFAS Web Invoicing System (WInS) meets the Federal Government's overall goal to streamline information flow while increasing speed and quality. It is extremely easy to use and cost-effective to our customers and DFAS.

WInS enables current DFAS paper based vendors to send invoices electronically with little or no cost. All that is required is a standard office computer with Internet connectivity. Vendors enter invoices into easy-to-understand templates on the DFAS web server that processes and routes the invoices to the appropriate payment system.

The vendor's invoices are translated into 810 electronic data interchange files, electronically passed through a secure process, and translated daily into the MOCAS, SAMMS, BSM, STARS, CAPS, IAPS, and USACE payment systems. Invoices are entered exactly as the vendor transmits them. There are no mail or re-entry delays.



WinS IS FREE & EASY!!

The vendor gains all the benefits of submitting invoices electronically but eliminates the normal cost associated with EDI through a Value Added Network (VAN).

To begin using WinS go to this Internet site:

<https://ecweb.dfas.mil/wins/login.jsp>

To Get Started:

- ✓ Click on **APPLY FOR A WinS ACCOUNT**.
- ✓ Click on the payment system(s) you will be using.
- ✓ Input your primary company Cage Code.
- ✓ Click on **Continue**
- ✓ Complete the registration form and include all your Cage Codes
- ✓ Click on **Submit**.
- ✓ You will receive your **User ID and Password** in approximately 24 hours

To Test:

- ✓ Find out test procedures for the different payment systems by contacting your test partner:

MOCAS, SAMMS, BSM - (614) 693-6868 or mary.deloach@dfas.mil

CAPS - (216) 204-7096 / (216) 204-7025 or ccl-winstarsecs@dfas.mil

IAPS - (303) 676-7774 or cde.edi@dfas.mil

USACE - (901) 874-8725 / 874-8556 / 874-8476 or shirley.a.toler@usace.army.mil

Wide Area Workflow - Receipt and Acceptance (WAWF-RA)

WAWF-RA is a paperless contracting initiative. WAWF-RA is a web-based application that allows DoD Vendors to submit and track their invoices and receipt and acceptance documents electronically.

WAWF-RA supports the DoD initiatives for paperless payment processing through the use of Electronic Commerce. The goal is to enable authorized defense contractors and DoD personnel to access the documents required for a payment action in a "paperless" environment by creating a virtual contract payment folder.

For additional information and training on WAWF-RA please review the following Web pages:

WAWF-RA Production home page -

<https://wawf.eb.mil>

WAWF-RA Training Database (great site to practice using WAWF-RA) -

<https://wawftraining.eb.mil>

WAWF-RA On-line Training Course (great site to begin learning WAWF-RA) -

www.wawftraining.com

To get started in WAWF-RA follow the steps below:

- ✓ Register with the Central Contractor Registration (CCR)
- ✓ Set up an Electronic Business (EB) Point of Contact (POC) in CCR
- ✓ Go to: **WAWF-RA Production home page** - <https://wawf.eb.mil> and follow the instructions
- ✓ Ensure CAGE Code is added to WAWF-RA
- ✓ Establish an Organizational E-mail address
- ✓ Designate a Group Administrator (GAM)
- ✓ Determine if batch feeds for data input are necessary
- ✓ Set up computers to access WAWF-RA
- ✓ Self register GAM
- ✓ Have all users self-register on the WAWF-RA web site
- ✓ Change temporary WAWF-RA password
- ✓ Follow-up if necessary

If you wish to submit EDI invoices through WAWF, contact the Defense Information Service Agency at (801) 605-7095 for additional information and assistance.

Central Contractor Registration (CCR)

The Central Contractor Registration (CCR) is the primary vendor database for the Department of Defense (DoD), NASA, Department of Transportation (DoT), and Department of Treasury. The CCR collects, validates, stores and disseminates data in support of agency missions. Both current and potential government vendors are required to register in CCR in order to be awarded contract by DoD, NASA, DoT, and Treasury on solicitations dated after June 1, 1998.

Vendors are required to complete one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status.

CCR validates the vendor's information and electronically shares the secure and encrypted data with the federal agencies' finance office to facilitate paperless payments through Electronic Funds Transfer (EFT). Additionally, CCR shares the data with several government procurement and electronic business systems.

Vendors are no longer required to complete EFT registration forms for each payment office from which they receive payments. Vendors who have not registered in the CCR can request and receive CCR registration forms by dialing 1-888-227-2423 or (269) 961-4725, use the internet, or they can complete a CCR form and send it to the Registration Assistance Center that services them.

For Internet Registration:

- ✓ Access registration site at <http://www.ccr.gov>.
- ✓ Complete and submit the on-line registration

Note: If you already have the necessary information on hand, the on-line registration takes approximately 30 minutes to complete, depending on the size and complexity of your company.

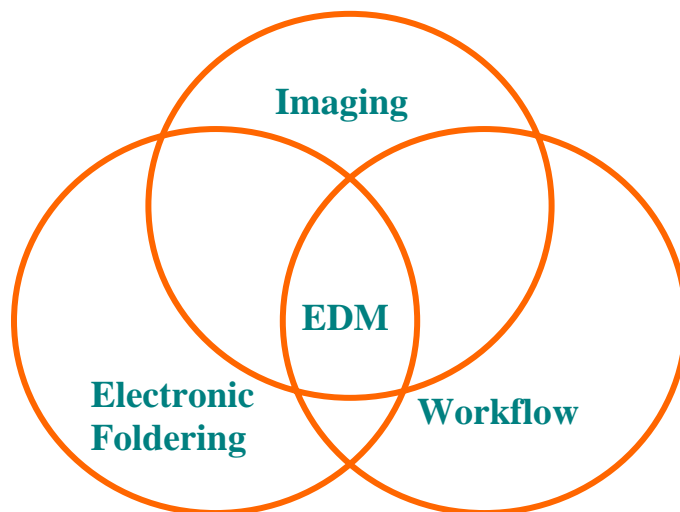
- ✓ Receive a temporary confirmation number assigned to you to save your application

Foreign Restraints

Foreign companies that perform work outside the United States are not required to register in CCR in order to receive a government contract.

Electronic Document Management (EDM)

The EDM system was created to convert hard copy contractual documentation into electronic documents and to provide a means for these electronic documents to be routed through the Contract Pay Directorate (DFAS-CK/CO) and entered into the Mechanization of Contract Administration Services (MOCAS) system. EDM is composed of three different technologies: **Imaging**, **Electronic Foldering**, and **Workflow**. Together they form a system which manages information without paper.



EDM was initially introduced to the Contract Pay Directorate (DFAS-CK/CO) in two phases, commonly referred to as releases. **Release 1** consisted of the conversion of hard copy documents, the indexing of the electronic documents, and the Contract Input Workflow used to enter contracts and modifications into MOCAS. **Release 2** consisted of all workflows within Invoice Processing, Contract Audit, and Contract Closeout, related to the payment of invoices. Due to various EDM system initiatives and scheduled implementation dates, these two releases are no longer viewed separately.

Electronic Funds Transfer (EFT)

The Debt Collection Improvement Act of 1996 requires payment on all Federal Contracts to be made via Electronic Funds Transfer (EFT) if the solicitation was issued after June 26, 1996.

To reduce the burden of registering with each DFAS payment office, effective June 1, 1996, all DFAS payment offices are using the EFT data provided in the CCR to issue EFT payments. Vendors that are required to register in the CCR are no longer required to complete EFT registration forms for each payment office from which they receive payments.

Appendix I

Sample DD Form 250

Instructions for Completing the DD Form 250
(Refer to DoD FAR Supplement Appendix F or your ACO for more details.)

Block 1	13 digit contract number, and four digit call/order number, where applicable.
Block 2	Shipment number. Example: ABC0001 or ABC0001Z.
Block 3	Actual or estimated shipment date.
Block 4	Government or commercial bill of lading transportation control number.
Block 5	Discount terms in percentages and days allowed.
Block 6	Invoice number and actual or estimated date of submission.
Block 7	Consecutive page numbers.
Block 8	Enter "S" for source acceptance point or "D" for destination acceptance point.
Block 9	Contractor name, address and CAGE code.
Block 10	Contract Administration Office address and DoD Activity Address Directory (DoDAAC) code number.
Block 11	Address, FOB and code of "shipped from" location.
Block 12	Payment office name, address and code as stated in contract.
Block 13	"Shipped to" address and code from contract.
Block 14	"Marked for" address and code from contract.
Block 15	CLIN, SUBCLIN, and ELIN item number as cited in contract.
Block 16	Item name, stock and/or part number and description.
Block 17	Quantity shipped.
Block 18	Abbreviated unit of measure.
Block 19	Unit price.
Block 20	Extended amount.
Block 21	To be completed by Quality Assurance Representative.
Block 22	To be completed by receiving activity.
Block 23	Contractor use only.

Appendix II

MATERIAL INSPECTION AND RECEIVING REPORT		1.PROC. INSTRUMENT IDEN.(CONTRACT) DAAE07 95 G3890 0229		(ORDER)NO.	6.INVOICE 9675792 1 MAR 96	7.PAGE 1	8.ACCEPTANCE POINT S
2.SHIPMENT NO. HPC0001	3.DATE SHIPPED 1 MAR 96	4.B/L		5.DISCOUNT TERMS NET 30 DAYS			
9.PRIME CONTRACTOR CODE Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890		66298	10.ADMINISTERED BY CODE DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		S3912A		
11.SHIPPED FROM(if other than 9) CODE Same As Above		FOB: D	12.PAYMENT WILL BE MADE BY CODE DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		SC1010		
13.SHIPPED TO CODE PCO Arctic AOE 8 National Steel & Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000		N21907	14.MARKED FOR CODE				
15. ITEM NO.	16.STOCK/PART NO (Indicate number of shipping containers-type container-container)	DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001 CA		Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17 Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.		700	PR	\$5.32780	\$3,729.4600
		UNIT PRICE		700	PR	\$5.32780	\$3,729.4600
		GFM		700	PR	\$0.90780	\$ 635.4600
		CMT		700	PR	\$4.42000	\$3,094.0000
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN <input checked="" type="checkbox"/> PQA X ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract,except as noted herein or on supporting documents.		B. DESTINATION <input type="checkbox"/> supporting documents. conform to contract,except as noted herein or made by me or under my supervision and they PQA ACCEPTANCE of listed items has been		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE _____ SIGNATURE OF AUTH GOVT REP Dennis Racmanol S3911A TYPED NAME AND TITLE Alternate Release Schedule		DATE _____ SIGNATURE OF AUTH GOVT REP		DATE RECEIVED _____ SIGNATURE OF AUTH GOVT REP			
				*If quantity received by the Government is the same as quantity shipped,indicate by () mark,if different,enter actual quantity received below quantity shipped and encircle.			
22. CONTRACTOR USE ONLY							
DD Form 250							

MATERIAL INSPECTION AND RECEIVING REPORT		1. PROC. INSTRUMENT IDEN.(CONTRACT) DAAE07 95 G3890 0229		(ORDER) NO.	6. INVOICE NO. 9679792	7. PAGE 1 OF 1	
		2. SHIPMENT NO. HPC0001		3. DATE SHIPPED 1 MAR 96	4. B/L	5. DISCOUNT TERMS NET 30 DAYS	
9. PRIME CONTRACTOR Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890		10. ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		8. ACCEPTANCE POINT S			
11. SHIPPED FROM(if other than 9) Same As Above		12. PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		10. ADMINISTERED BY S3912A			
13. SHIPPED TO PCO Arctic AOE 8 National Steel & Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000		14. MARKED FOR		11. SHIPPED FROM(if other than 9) D			
15. ITEM NO. 0001 CA		16. STOCK/PART NO (Indicate number of shipping containers-type container-container) Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17 Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.		17. QUANTITY SHIP/REC'D* 700		18. UNIT PR	
		UNIT PRICE		19. UNIT PRICE \$5.32780		20. AMOUNT \$3,729.4600	
		GFM		\$0.90780		\$ 635.4600	
		CMT		\$4.42000		\$3,094.0000	
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN <input checked="" type="checkbox"/> PQA X ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract,except as noted herein or on supporting documents. 13 Jun 96 DATE Dennis Racmanoff SIGNATURE OF AUTH GOV'T REP S3911A TYPED NAME AND TITLE Alternate Release Schedule		B. DESTINATION <input type="checkbox"/> supporting documents. conform to contract,except as noted herein or made by me or under my supervision and they PQA ACCEPTANCE of listed items has been 13 Jun 96 DATE Ronnie F. Duncan SIGNATURE OF AUTH GOV'T REP Jun 13 96 TYPED NAME AND TITLE Ronnie F. Duncan, Superintendent of Industries		Quantities shown in column 17 were received in apparent good condition except as noted. 13 Jun 96 DATE RECEIVED Ronnie F. Duncan SIGNATURE OF AUTH GOV'T REP Jun 13 96 TYPED NAME AND TITLE Ronnie F. Duncan, Superintendent of Industries			
22. CONTRACTOR USE ONLY				*If quantity received by the Government is the same as quantity shipped,indicate by (✓) mark,if different,enter actual quantity received below quantity shipped and encircle.			

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Sample 1, Government Furnished Material Example

MATERIAL INSPECTION AND RECEIVING REPORT		1.PROC. INSTRUMENT IDEN.(CONTRACT) N00140-93-D-AF28		(ORDER)NO. D061	6.INVOICE 9675792 1 MAR 96	7.PAGE 1	OF 1
2.SHIPMENT NO. VIC0001	3.DATE SHIPPED 1 MAR 96	4.B/L		5.DISCOUNT TERMS D			
9.PRIME CONTRACTOR VITRO CORPORATION 1601 RESEARCH BLVD. ROCKVILLE, MD 20850		CODE 66298	10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249		CODE S2101A		
11.SHIPPED FROM(if other than 9) Same As Above		CODE	FOB: D	12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362		CODE SC1034	
13.SHIPPED TO COMMANDING OFFICER NAVSEALOGEN P.O. BOX 2060 5450 CARLISLE PIKE MECHANICSBURG, PA 17055		CODE N21907	14.MARKED FOR F. SHOWALTER/CODE N31		CODE N31149		
15. ITEM NO.	16.STOCK/PART NO (Indicate number of shipping containers-type container-container)	DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
SOW 0001		DATA IN ACCORDANCE WITH CDRL FORM 1423 AS FOLLOWS: FINAL RELOCATION DRAWINGS		3	EA	NSP	NSP
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN <input type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		B. DESTINATION <input type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE 13 Jun 96		SIGNATURE OF AUTH GOV'T REP Dennis Racmanoff		DATE RECEIVED 5/10/96		SIGNATURE OF AUTH GOV'T REP Frank Groves	
TYPED NAME AND TITLE		TYPED NAME AND TITLE Dennis Racmanoff		TYPED NAME AND TITLE Code N31		TYPED NAME AND TITLE	
22. CONTRACTOR USE ONLY Vitro Job NO: 044200-0561-03-0061-130000 Vitro Letter of Reference: DO-23-11				*If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.			

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Sample 2, Data Item Example

MATERIAL INSPECTION AND RECEIVING REPORT		1.PROC. INSTRUMENT IDEN.(CONTRACT) DAAE07 95 G3890 0229		(ORDER)NO.		6.INVOICE 9675792 1 MAR 96		7.PAGE 1		OF 1			
								8.ACCEPTANCE POINT S					
2.SHIPMENT NO. HPC0001		3.DATE SHIPPED 1 MAR 96		4.B/L		5.DISCOUNT TERMS NET 30 DAYS							
9.PRIME CONTRACTOR Heavy Pelican Corp. 849 S. Seaside Drive Groundsburg, PA. 12890				66298		10.ADMINISTERED BY DCMAO Reading 1125 Berkshire Blvd., Suite 160 Wyomissing, PA. 19110-1249				S3912A			
11.SHIPPED FROM(if other than 9) Same As Above				FOB: D		12.PAYMENT WILL BE MADE BY DFAS-COLUMBUS CENTER ATTN: DFAS-CO Capitol Div. P.O. Box 182362 Columbus, OH 43218-2362				SC1010			
13.SHIPPED TO PCO Arctic AOE 8 National Steel & Shipbuilding Co. 28th Street and Harbor Drive San Diego, CA. 92138-0000				N21907		14.MARKED FOR							
15. ITEM NO.		16.STOCK/PART NO <small>(Indicate number of shipping containers-type container-container)</small>		DESCRIPTION		17. QUANTITY SHIP/REC'D*		18. UNIT		19. UNIT PRICE		20. AMOUNT	
0001 SA				Trunks, General Purpose, Man's, Khaki NSN8415-00-904-5131 Lot# 17 Shipment 34 Cartons: 2,366 thru 2,400 Total Weight: 315 lbs. Total Cartons: 35 35 Cartons Consisting of 20 pair @ 09 lbs.		700		PR		\$5.32780		\$3,729.4600	
						UNIT PRICE 700		PR		\$5.32780		\$3,729.4600	
						GFM 700		PR		\$0.90780		\$ 635.4600	
						CMT 700		PR		\$4.42000		\$3,094.0000	
21. PROCUREMENT QUALITY ASSURANCE						22. RECEIVER'S USE							
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>A. ORIGIN</p> <p><input checked="" type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> <p>13 Jun 96 <u>Dennis Racmanoff</u></p> <p>DATE SIGNATURE OF AUTH GOV'T REP</p> <p>S3911A</p> <p>TYPED NAME AND TITLE Alternate Release Schedule</p> </div> <div style="width: 45%;"> <p>B. DESTINATION</p> <p><input type="checkbox"/> PQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.</p> <p>DATE SIGNATURE OF AUTH GOV'T REP</p> <p>TYPED NAME AND TITLE</p> </div> </div>						<p>Quantities shown in column 17 were received in apparent good condition except as noted.</p> <p>DATE RECEIVED SIGNATURE OF AUTH GOV'T REP</p> <p>TYPED NAME AND TITLE</p> <p><i>*If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark, if different, enter actual quantity received below quantity shipped and encircle.</i></p>							
22. CONTRACTOR USE ONLY													
<u>Ronnie F. Duncan</u> <u>Jun 13 96</u> Ronnie F. Duncan, Superintendent of Industries Date													

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Sample 4, Corrected Copy Example